

## HR Bldg. 185/185A Job Risk Assessment Shredding

<b>Name(s) of Risk Team Members:</b> D. Dowling, D. Hubert, P. Esposito, L. Barone, N. Bernholz	<b>Point Value → Parameter ↓</b>	1	2	3	4	5
<b>Name(s) of Specific Application Risk Team Members:</b>						
<b>Job Title:</b> Shredding  <b>Job Number or Job Identifier:</b> JRA-HR-Shredding	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Description:</b> Heavy volume of shredding of sensitive records	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional): Applicable Standard Operating Procedures:	<b>Likelihood (D)</b>	Very Unlikely	Unlikely	Possible	Probable	Multiple
Approved by: Wm. Hempfling      Date: September 25, 2006      Rev. #: 0						
<b>Stressors (if applicable, please list all)</b>		<b>Reason for Revision (if applicable):</b>			<b>Comments:</b>	

			Before Additional Controls						After Additional Controls							
Activity	Hazard	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Shredding sensitive documents	Loose clothing, long hair or jewelry may become entangle	Follow manufacturers instructions when using shredder, remove jewelry, tie back hair, wear appropriate clothing	n	1	3	2	3	18								

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			Before Additional Controls						After Additional Controls							
Activity	Hazard	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Clearing paper jams	Coming in contact with blades	Follow instructions to use reverse feature to clear jam, unplug shredder before attempting manual clear, keep plug within sight while clearing jam	n	1	3	3	3	18								

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<b>*Risk:</b>	<b>0 to 20</b>	<b>21 to 40</b>	<b>41-60</b>	<b>61 to 80</b>	<b>81 or greater</b>
	<b>Negligible</b>	<b>Acceptable</b>	<b>Moderate</b>	<b>Substantial</b>	<b>Intolerable</b>

Further Description of Controls added to Reduce Risk:

Lessons Learned from this Risk Assessment; Improvements, Positive Feedback: